



AGENDA

Eau Claire County
Committee on Human Resources

Date: March 11, 2022

Time: 8:30 a.m.

Location: Remote Meeting via Webex

Dial In: 1-415-655-0001

Access Code: 2599 391 8474

Meeting Link:

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=m10466688344cf6a6dbfb8665c37e7920>

Password: j5VZsQYdT77

**please remain muted when not speaking*

For those wishing to make public comment, you must e-mail Samantha Kraegenbrink at samantha.kraegenbrink@co.eau-claire.wi.us at least 30 minutes prior to the start of the meeting. You will be called on during the public session to make your comments.

1. Call to Order and Confirmation of Meeting Notice
2. Roll Call
3. Public Comment
4. Approval of Minutes – **Action**
 - a. February 11, 2022
5. Director’s Report – **Discussion**
 - a. Staffing & Recruitments
 - b. Virtual Clinic Open House
6. File No. 21-22/096: Resolution authorizing the reclassification of one (1.0) Community Service Coordinator in the Criminal Justice Services Department – **Discussion/Action**
7. File No. 21-22/107: Resolution authorizing the reclassification of one (1.0) Pretrial Screening Specialist in the Criminal Justice Services Department – **Discussion/Action**
8. – **Discussion/Action**
9. File No. 21-22/106: Resolution authorizing to reclass one 1.0 Victim Witness Coordinator from Grade K to Grade N (District Attorney) – **Discussion/Action**
10. File No. 21-22/105: Resolution authorizing to reclass one 1.0 Office Manager III position from Grade N to Grade R (District Attorney) – **Discussion/Action**

Prepared by: Samantha Kraegenbrink

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters, remote access, or other auxiliary aids. Contact the clerk of the committee or Administration for assistance (715-839-5106). For additional information on ADA requests, contact the County ADA Coordinator at 839-6945, (FAX) 839-1669 or 839-4735, TTY: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.



AGENDA

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Committee on Human Resources

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11. File No. 21-22/103: Ordinance to repeal and recreate section 3.20.005 D. and section 3.20.005 E. of the Code: Section 3.20.005 F. and 3.20.005 G. created; Salaries of Elected Officials– **Discussion/Action**
12. County Board Supervisor Training on Interacting with County Employees - **Discussion**
13. Employee Satisfaction Survey 2022 – **Discussion/Action**
14. Future Items
 - a. 2022 Workplan
 - b. 2022 Committee on Human Resources Goals
 - c. Highway Department Structure Changes
 - d. Timekeeping Policy
 - e. Benchmarking Project
15. Next Meeting Topics
16. Adjourn

Prepared by: Samantha Kraegenbrink

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MINUTES

Eau Claire County

Committee on Human Resources

Date: February 11, 2022 **Time:** 8:30 a.m.

Location: Remote Meeting via Webex

Present: Katherine Schneider, Mark Beckfield, Judy Gatlin, Nick Smiar (ex-officio), Kevin Stelljes, Stella Pagonis

Others: Samantha Kraegenbrink – Committee Clerk, Linda Struck, Betsy Henck, Dawn Edlin, Jessica Rubin, Norb Kirk, Sonja Leenhouts, Jon Johnson, Kathryn Schauf, Katelynn Eslinger, Alicia Schwartz (JA Counter), Sara Bronstad, Lisa Riley, Linda Skoglund (JA Counter), Brittany Buhrow

Call to Order and Confirmation of Meeting Notice

Chair Beckfield called the meeting to order at 8:30 a.m. and confirmed meeting notice.

Roll Call

The Committee Clerk called the roll and confirmed meeting notice.

Public Comment

No members of the public wished to make comment.

Approval of Minutes

Supervisor Schneider motioned to approve the minutes for January 14, 2022, Schneider. No deletions, corrections, or additions. Minutes were approved unanimously.

Introduction of Brittany Buhrow, Human Resources Generalist

Director Rubin introduced Human Resources Generalist, Brittany Buhrow.

File No. 21-22/090: Resolution Authorizing to increase one 0.4 Program Cook to one 0.6 Program Cook (ADRC)

Linda Struck provided background on resolution 21-22/090. Motion by Supervisor Pagonis, seconded by Supervisor Schneider. All in favor, resolution approved.

File No. 21-22/095: Resolution to abolish the Resource Specialist position in the Aging and Disability Resource Center (ADRC) and creating a Resource Specialist II position

Linda Struck provided background on resolution 21-22/095. Motion by Supervisor Schneider. All in favor, resolution approved.

File No. 21-22/094: Resolution abolishing the 1.0 (FTE) Highway Engineering Supervisor position, and creating a 1.0 (FTE) County Engineer position (Highway Department)

Commissioner Johnson provided background on resolution 21-22/094. Motion by Chair Beckfield to approve. All in favor, resolution approved.



MINUTES

Eau Claire County

Committee on Human Resources

Date: February 11, 2022 **Time:** 8:30 a.m.

Location: Remote Meeting via Webex

Benefits Update Review Presented by JA Counter

Linda Skoglund from JA Counter provided an update on benefit changes at the County.

Future Items

- 2022 Workplan
- Workforce Surveys
- 2022 Committee on Human Resources Goals
- Highway Department Structure Changes (potentially remove, Director Rubin will check with Commissioner Johnson)
- Timekeeping Policy
- Benchmarking Project
- Employee Status Definitions
- Position Sharing

Next Meeting Topics

- Analysis of retention and benefits available

Adjourn

Chair Beckfield adjourned the meeting at 9:16 a.m.

Respectfully submitted by,

Samantha Kraegenbrink – Assistant to the County Administrator

Fact Sheet: 21-22/096

This resolution requests approval for the reclassification of one (1.0) Community Service Coordinator in the office of the Criminal Justice Services (CJS) Department. This request was reviewed by the Human Resources Department, which recommends a reclassification.

We are requesting adjustment to reclassify the Community Service Coordinator position from pay grade “H” to “K”. I am requesting the position be reclassified from H3 to K2. The fiscal impact of increasing the pay for the Community Services Coordinator position would be an additional \$5,188.00 (\$4,535 wages + \$653 FICA/other) annually.

This request will only impact the position listed above. There are no other positions in the county with the same title or job duties.

Tiana Glenna
Criminal Justice Services Director

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AUTHORIZING THE RECLASSIFICATION OF ONE (1.0) COMMUNITY SERVICE COORDINATOR IN THE CRIMINAL JUSTICE SERVICES DEPARTMENT

WHEREAS, in the year 2021, the job description of the Community Service Coordinator in the office of the Criminal Justice Services (CJS) Department was reviewed by the Human Resources Department, which recommends a reclassification; and

WHEREAS, the recommended adjustment would reclassify the Community Service Coordinator position from pay grade "H" to "K;" and

WHEREAS, the fiscal impact of increasing the pay for the Community Services Coordinator position would be an additional \$5,188.00 annually.

NOW, THEREFORE, BE IT RESOLVED that the Eau Claire County Board of Supervisors hereby approves the reclassification of one (1.0) Community Service Coordinator from pay grade "H" to pay grade "K."

I hereby certify that the foregoing correctly represents the action of the Committee on Judiciary and Law on March ____, 2022, by a vote of ____ for, and ____ against.

I hereby certify that the foregoing correctly represents the action of the Committee on Human Resources on March ____, 2022, by a vote of ____ for, and ____ against.

Gerald Wilkie, Chair
Committee on Judiciary & Law

Mark Beckfield, Chair
Committee on Human Resources

Fact Sheet: 21-22/107

This resolution requests approval for the reclassification of one (1.0) pretrial screening specialist in the Criminal Justice Services (CJS) Department. This request was reviewed by the Human Resources Department, which recommends a reclassification.

We are requesting adjustment to reclassify the Pretrial Screening Specialist from pay grade “K” to pay grade “H”. The Pretrial Screening Specialist, which is a grant funded position, we are requesting to move from grade K4 to H15. The fiscal impact of reducing the pay for the Pretrial Screening Specialist will be a reduction of \$238.00 (\$59,495 to \$59,257) annually through the grant.

This request will only impact this position listed above. There are no other positions in the county with the same title or job duties.

Tiana Glenna
Criminal Justice Services Director

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3 AUTHORIZING THE RECLASSIFICATION OF ONE (1.0) PRETRIAL SCREENING
4 SPECIALIST IN THE CRIMINAL JUSTICE SERVICES DEPARTMENT
5

6 WHEREAS, in the year 2021, the job description and wage of the Pretrial Screening
7 Specialist in the office of the Criminal Justice Services (CJS) Department was reviewed by
8 the Human Resources Department, which recommends a reclassification; and
9

10 WHEREAS, the recommended adjustment would reclassify the Pretrial Screening
11 Specialist from pay grade “K” to pay grade “H;” and
12

13 WHEREAS, the Pretrial Screening Specialist is a grant-funded position, and the
14 reduction from pay grade “K” to “H” would result in a fiscal impact of reducing the cost by
15 \$238.00; and
16

17 NOW, THEREFORE, BE IT RESOLVED by the Eau Claire County Board of
18 Supervisors hereby approves the reclassification of one (1.0) Pretrial Screening Specialist
19 position in the CJS from pay grade “K” to pay grade “H.”
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21

22 I hereby certify that the foregoing
23 correctly represents the action of the
24 Committee on Judiciary and Law on
25 March ____, 2022, by a vote of
26 ____ for, and ____ against.
27
28

29 _____
30 Gerald Wilkie, Chair
31 Committee on Judiciary & Law
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SJK

I hereby certify that the foregoing
correctly represents the action of the
Committee on Human Resources on
March ____, 2022, by a vote of
____ for, and ____ against.

Mark Beckfield, Chair
Committee on Human Resources

Mark Beckfield, Chair
Committee on Human Resources

SUPPLEMENTAL INFORMATION

FOR FILE NOS. 21-22/105 AND 21-22/106

After review and update of the Office Manager and Victim Witness Coordinator position descriptions, I strongly believe that both positions require the requested reclassification. With respect to the Office Manager position, the position description has not been updated or reviewed for a number of years (at least 4 years). With respect to the Victim Witness Coordinator position, the position description has not been reviewed since the County completed its last wage and compensation study in 2014. Both of these positions have expanded significantly in the intervening years. In addition to the work and responsibilities expanding, the positions both have evolved to require a significantly more diverse skillset. I will attempt to expand on my reasons for this request below.

Skillset

As noted, the skillset for each of these positions has significantly changed since they were last reviewed. With respect to the Office Manager position, while the District Attorney is the elected head of the department, the Office Manager position has grown to include most, if not all, of the administrative responsibilities performed by the heads of other departments. This, in large part, is due to the unique structure of the District Attorney's Office where the elected District Attorney and all Assistant District Attorneys are state employees rather than county employees. As a result of this structure, the Office Manager is the highest-ranking county employee in the department and provides needed continuity between the District Attorney's Office and other county departments. This is especially important when, as the result of an election, the District Attorney's administration changes. The Office Manager position now involves significant policy making and strategic planning both within the department and with the county as a whole. Specific examples of the skills and knowledge required for these duties is included in the attached position description. It is clear to me that the skills required for this position are not reflected in its current classification.

Similarly, the Victim Witness Coordinator position has changed significantly in recent years. The Victim Witness Office has expanded both in terms of programming and personnel which has translated to increased requirements of the Victim Witness Coordinator position. The enactment of the State Constitutional amendment (Marsy's Law) has significantly expanded the rights of victims and by extension the role and responsibilities of the Victim Witness Office. As head of the Victim Witness Office, the Victim Witness Coordinator has become responsible for developing and implementing policies and procedures to ensure compliance with Marsy's Law. As a new law, I expect there will be ongoing litigation statewide as courts interpret the scope of the law. The Victim Witness Coordinator will remain responsible for reviewing and incorporating those judicial interpretations into local practices to ensure continued legal compliance. Additionally, the supervisory role associated with this position has expanded. In reviewing the current position description, I noted that no supervisory responsibilities were included. This is simply not consistent with the responsibilities required of the Victim Witness Coordinator, who is responsible for supervising all of the staff in the Victim Witness Office. I believe the exclusion of the supervisory role in the current position description has contributed to its inaccurate

classification. The fact of the matter is the Victim Witness Coordinator has significant supervisory obligations and as such should be compensated appropriately.

Equity / Market Competition / Recruitment

I also believe reclassification of both of these positions is essential to ensuring equity within the county classification scale. I have reviewed the current classifications compared to other county positions and have concluded that both of these positions are simply not classified consistent with analogous positions in other departments.

I firmly believe that in the inevitable event that either of these positions become vacant, their current classification will be insufficient to attract candidates with the necessary skillset to perform the jobs. This belief is bolstered by my review of similar positions in other counties. For example, based on open-source online county salary information, the St. Croix County District Attorney's Office Manager position was paid more than \$71,000 (in 2019), which is roughly consistent with my requested reclassification for this position. In keeping with the regional comparison, the St. Croix County Victim Witness Coordinator position was paid more than \$70,000 (in 2019), which exceeds my requested reclassification of this position. This is despite St. Croix County having a population of approximately 15,000 fewer residents and the St. Croix County District Attorney's Office filing nearly 500 fewer felony cases than my office in 2021. Given that Eau Claire and St. Croix Counties draw from a similar regional pool of applicants, Eau Claire County is at a significant disadvantage in attracting and retaining qualified individuals based on their current classification levels. St. Croix County is only one example of several counties around the State in which District Attorney Office Managers and Victim Witness Coordinators are more competitively compensated than Eau Claire County.

Conclusion

I can't stress enough how important the work of the District Attorney's Office is to the larger Eau Claire County community. I foresee that the demands placed on this office will only continue to increase in complexity and number in the coming years. It is imperative that this office be able to attract and retain the highest caliber employees, especially in positions of leadership. Accordingly, I strongly believe that the Office Manager position needs to be reclassified to paygrade R and the Victim Witness Coordinator needs to be reclassified to paygrade N.

The updated position descriptions and reclassification request were submitted through the Human Resources Department to McGrath Consulting Group, Inc. Upon review, McGrath Consulting Group, Inc. supports and recommends both reclassifications.

Respectfully Submitted:

Peter J. Rindal
District Attorney
Eau Claire County, Wisconsin

FACT SHEET

TO FILE NO. 21-22/106

This resolution authorizes a reclassification of one (1.0 FTE) Victim Witness Coordinator position in the District Attorney's Office

Based on a classification and compensation review of the Victim Witness Coordinator position, a recommendation to change the position's salary grade placement from pay grade K to pay grade N was made.

This recommendation was made as a result of the increased job duties and responsibilities now associated with the current Victim Witness Coordinator position.

Fiscal Impact:

2022:

| Position Title | Victim Witness Coordinator | Victim Witness Coordinator | Difference |
|----------------------|----------------------------|----------------------------|------------|
| Pay Grade | K | N | |
| Pay Step | 13 (Step 14, July 2022) | 5 (Step 6, July 2022) | |
| Salary | \$ 58,136 | \$ 61,090 | \$ 2,954 |
| FICA (7.65%) | \$ 4,447 | \$ 4,673 | \$ 226 |
| WRS Employer (6.75%) | \$ 3,924 | \$ 4,124 | \$ 199 |
| TOTAL COST | \$ 66,508 | \$ 69,887 | \$ 3,379 |

2023:

| Position Title | Victim Witness Coordinator | Victim Witness Coordinator | Difference |
|----------------------|----------------------------|----------------------------|------------|
| Pay Grade | K | N | |
| Pay Step | 14 (Step 15, July 2022) | 6 (Step 7, July 2022) | |
| Salary | \$ 59,322 | \$ 62,629 | \$ 3,307 |
| FICA (7.65%) | \$ 4,538 | \$ 4,791 | \$ 253 |
| WRS Employer (6.75%) | \$ 4,004 | \$ 4,227 | \$ 223 |
| TOTAL COST | \$ 67,864 | \$ 71,647 | \$ 3,783 |

Respectfully Submitted,

Peter J. Rindal
District Attorney
Eau Claire County, Wisconsin

2
3 AUTHORIZING RECLASSIFICATION OF ONE (1.0 FTE) VICTIM WITNESS COORDINATOR IN
4 THE DISTRICT ATTORNEY’S OFFICE

5
6 WHEREAS, the Eau Claire County Code of General Ordinances requires that all regular positions or
7 changes therein be submitted to the County Board of Supervisors for authorization; and

8
9 WHEREAS, a classification and compensation review of the position of Victim Witness Coordinator
10 in the District Attorney’s Office resulted in a recommended salary grade placement of pay grade K to pay
11 grade N; and

12
13 WHEREAS, at its regularly scheduled meetings, the Committee on Judiciary and Law Enforcement
14 and the Committee on Human Resources respectively approved the request from the District Attorney’s
15 Office to reclassify 1.0 FTE Victim Witness Coordinator; and

16
17 WHEREAS, the reclassification of this position has the potential annual cost of \$3,783 in the year
18 2023, and an immediate annual cost for the year 2022 of \$3,379.

19
20 NOW, THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors hereby
21 approves the reclassification of 1.0 FTE Victim Witness Coordinator in the District from pay grade K to
22 pay grade N.

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26 I hereby certify that the foregoing
27 correctly represents the action of the
28 Committee on Human resources on
29 March __, 2022, by a vote of ___ for,
30 and ___ against.

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34 _____
35 Mark Beckfield, Chair
36 Committee on Human Resources

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38 I hereby certify that the foregoing
39 correctly represents the action of the
40 Committee on Judiciary and Law Enforcement
41 on March __, 2022 by a vote
42 of __ for, and __ against.

43
44 _____
45 Gerald Wilkie, Chair
46 Committee on Judiciary and Law Enforcement

FACT SHEET

TO FILE NO. 21-22/105

This resolution abolishes one (1.0 FTE) Office Manager III position in the District Attorney's Office and creates one (1.0 FTE) Operations Manager position in the District Attorney's Office.

Based on a classification and compensation review of the Office Manager III position, a recommendation to change the position's classification from Office Manager III to Operations Manager was made. This results in a change in salary from pay grade N to pay grade R.

This recommendation was made as a result of the increased job duties and responsibilities now associated with the current Office Manager III position.

Fiscal Impact:

2022:

| Position Title | Office Manager III | Operations Manager | Difference |
|----------------------|-----------------------|-----------------------|------------|
| Pay Grade | N | R | |
| Pay Step | 4 (Step 5, July 2022) | 1 (Step 2, July 2022) | |
| Salary | \$ 60,174 | \$ 69,763 | \$ 9,589 |
| FICA (7.65%) | \$ 4,603 | \$ 5,337 | \$ 734 |
| WRS Employer (6.75%) | \$ 4,062 | \$ 4,709 | \$ 647 |
| TOTAL COST | \$ 68,840 | \$ 79,809 | \$ 10,970 |

2023:

| Position Title | Office Manager III | Operations Manager | Difference |
|----------------------|-----------------------|-----------------------|------------|
| Pay Grade | N | R | |
| Pay Step | 5 (Step 6, July 2023) | 2 (Step 3, July 2023) | |
| Salary | \$ 61,693 | \$ 71,855 | \$ 10,192 |
| FICA (7.65%) | \$ 4,719 | \$ 5,499 | \$ 780 |
| WRS Employer (6.75%) | \$ 4,164 | \$ 4,852 | \$ 688 |
| TOTAL COST | \$ 70,577 | \$ 82,236 | \$ 11,660 |

Respectfully Submitted,

Peter J. Rindal
District Attorney
Eau Claire County, Wisconsin

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3 ABOLISHING ONE (1.0 FTE) OFFICE MANAGER III AND CREATING ONE (1.0 FTE)
4 OPERATIONS MANAGER IN THE DISTRICT ATTORNEY’S OFFICE

5
6 WHEREAS, the Eau Claire County Code of General Ordinances requires that all regular positions or
7 changes therein be submitted to the County Board of Supervisors for authorization; and

8
9 WHEREAS, a classification and compensation review of the position of Office Manager III in the
10 District Attorney’s Office resulted in a recommended change in the position, due to increased job duties
11 and responsibilities, from the current position to Operations Manager, resulting in a change in salary from
12 pay grade N to pay grade R; and

13
14 WHEREAS, at its regularly scheduled meetings, the Committee on Judiciary and Law Enforcement
15 and the Committee on Human Resources respectively approved the request from the District Attorney’s
16 Office to abolish one 1.0 FTE Office Manager III and create one 1.0 FTE Operations Manager; and

17
18 WHEREAS, the reclassification of this position has the potential annual cost of \$11,660 in the year
19 2023, and an immediate annual cost for the year 2022 of \$10,970.

20
21 NOW, THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors hereby
22 abolishes in the District Attorney’s Office one (1.0 FTE) Office Manager III (Grade N) position, and creates
23 one (1.0 FTE) Operations Manager (Grade R) position.

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27 I hereby certify that the foregoing
28 correctly represents the action of the
29 Committee on Human resources on
30 March __, 2022, by a vote of ___ for,
31 and ___ against.

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35 _____
36 Mark Beckfield, Chair
37 Committee on Human Resources

38
39 I hereby certify that the foregoing
40 correctly represents the action of the
41 Committee on Judiciary and Law Enforcement
42 on March __, 2022 by a vote
43 of __ for, and __ against.

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46 _____
47 Gerald Wilkie, Chair
Committee on Judiciary and Law Enforcement

FACT SHEET

TO FILE NO. 21-22/xxx

Background: The positions of Clerk of circuit court and County sheriff are filled by partisan candidates who have been elected to a four (4) year term. The roles and responsibilities of these County Officers fall under 59.17 of the Wisconsin State Statute. The positions are Department Head positions, performing the duties and functions that department heads undertake.

Salaries for these positions are reviewed and considered every four (4) years, prior to the April election. Information was presented to the Committee on Human Resources regarding the setting of compensation for these positions.

The recommendation is based on compensation for these positions within communities of similar size:

Clerk of Court:

| County | Population | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 |
|-------------|------------|-----------|-----------|-----------|-----------|-----------|-----------|
| Ozaukee | 91,503 | \$ 83,395 | \$ 85,063 | \$87,403 | \$89,588 | \$91,827 | \$94,123 |
| St. Croix | 93,536 | \$75,990 | \$77,510 | \$85,000 | \$86,250 | \$87,500 | \$88,750 |
| Fond du Lac | 104,154 | \$ 78,190 | \$ 78,972 | | | | |
| Eau Claire | 105,710 | \$ 81,517 | \$ 83,555 | | | | |
| Walworth | 106,478 | \$ 88,503 | \$ 89,831 | | | | |
| Sheboygan | 118,034 | \$ 78,776 | \$ 80,351 | | | | |
| La Crosse | 120,784 | \$ 84,967 | \$ 86,667 | \$86,266* | \$91,944* | \$94,702* | \$97,543* |

*Proposed

Sheriff:

| County | Population | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 |
|-------------|------------|------------|------------|------------|------------|------------|------------|
| Ozaukee | 91,503 | \$ 119,517 | \$ 121,907 | \$125,260 | \$128,391 | \$131,601 | \$134,891 |
| St. Croix | 93,536 | \$101,960 | \$ 104,000 | \$113,000 | \$114,750 | \$116,500 | \$118,250 |
| Fond du Lac | 104,154 | \$ 101,653 | \$ 102,669 | | | | |
| Eau Claire | 105,710 | \$ 108,884 | \$ 111,606 | | | | |
| Walworth | 106,478 | \$ 120,389 | \$ 122,195 | | | | |
| Sheboygan | 118,034 | \$ 107,506 | \$ 109,656 | | | | |
| La Crosse | 120,784 | \$ 117,939 | \$ 120,298 | \$123,907* | \$127,624* | \$131,453* | \$135,396* |

*Proposed

Year one is a x% increase from the prior year, subsequent years increase at x% per year.

2023: \$

2024: \$

2025: \$
2026: \$

Fiscal Impact: The fiscal impact of this change is an eventual annual cost of \$xx,xxx with the initial annual cost of \$xx,xxx.

Respectfully Submitted,

Jessica McDonald
Human Resources Director

DRAFT



**OFFICE OF CLERK OF COURTS
EAU CLAIRE COUNTY
721 Oxford Avenue, Suite 2220
Eau Claire, WI 54703**

**Susan Schaffer, Clerk
Ashley Proue, Chief Deputy Clerk
715-839-4816
715-839-4817 FAX**

March 1, 2022

TO: Jessica McDonald
FROM: Susan Schaffer
DATE: March 7, 2022

SUBJECT: CLERK OF CIRCUIT COURT SALARY FOR YEARS 2023 – 2026

Jessica:

Per your eMail, I would like to include the following information in the Human Resources Committee packet for consideration when reviewing the Clerk of Circuit Court salary for years 2023 – 2026.

This is my opportunity to provide input and statistical information to the Committee to address wages for the Clerk of Circuit Court position for the next 4 years. It has been my pleasure to serve as the Eau Claire County Clerk of Circuit Court for the past 7 years and I take great pride in the office.

First I would like to briefly present to you what the obligation of my position consists of which is the same for all Clerks of Circuit Court throughout the state of Wisconsin:

The Clerk of Circuit Court is an elected position for which I am statutorily responsible for a variety of recordkeeping functions of the courts. I play a significant role in the judicial system. Recordkeeping is governed by state statutes and Wisconsin Supreme Court Rules. I am the custodian of circuit court records – we create and maintain records; record liens and monetary judgments; and provide access to court records.

The Clerk of Circuit Court is fiscally responsible for maintaining court-ordered financial obligations consisting of millions of dollars. I produce detailed reports on a daily, monthly, quarterly and annual basis.

The Clerk of Circuit Court is also responsible for jury management which includes producing a pool of jurors for the year, selecting, notifying and orienting potential jurors while ensuring the safety and comfort of jurors throughout their service.

As an advocate of technology that can aid us, I implement court automation, providing time, resources and leadership by working closely with the state Circuit Court Automated Program (CCAP) staff and county IS staff to ensure equipment, software and training is available that allows us to be more efficient and increase public access to the courts.

In addition to handling automation, finances, recordkeeping and jury management, I administer the county court system which includes a variety of duties including management of budgets and trial court resources, development of effective policies and procedures, to recruit, train and oversee staff, and maintain knowledge of constantly changing courtroom technology ensuring court officials have the resources needed to preside over hearings and trials.

In the course of our work, we connect with the community and court partners, including, but not limited to, agencies, attorneys, pro se litigants, media, inmates, law-enforcement, and individuals making open record requests.

Quoting the Director of State Courts, we “do whatever it takes to keep our court system running and provide access to all.”

Elected officials are also department directors which entails the same managerial duties of non-elected department heads. We are required to process all the same documentation including quarterly reports to governing committees, budgets, employee reviews, offer resolutions, and facilitate office operations, projects, and goals. We interview, hire, train and supervise staff and establish goals, standards and expectations.

Except for judicial assistants, mandated services in Eau Claire County are administered by the Clerk of Circuit Court/Register in Probate which doubles preparation, review, and administration of quarterly and annual reports, as well as budget preparation. Clerk of Circuit Court also maintains NetTime for judicial assistants and the court commissioner, as well as office staff. It also means quarterly and annual reporting to the state of Wisconsin for interpreter reimbursement, guardian ad litem reimbursement, and the state court support payment, as well as other mandatory reports. I am also required to negotiate hourly rates for court interpreters, and sign agreements or Memorandums of Understanding with other agencies.

The Clerk of Circuit Court position is up for election this year for the 2023-2026 term. Eau Claire County has grown and those of us running for office are now required to attain no fewer than 500 signatures vs. 200 during previous elections in order to get our names on the ballot. The Director of State Courts awarded Eau Claire County a much-needed sixth judicial branch based on the weighted caseload of judges – this new branch will require more responsibility for budgetary and staffing oversight, as well as increased management of court operations.

Although my office is statutorily mandated, the one program I have instituted is collections which is not statutorily mandated. This has been a very successful program. Fiscally, we are separate from the county in that we are responsible for accounts payable and accounts receivable

within the CCAP system – this means that we collect on fines/fees/bonds/etc., but also write our own checks when refunding to individuals, as well as writing checks to the County Treasurer and other county municipalities each month. I am also responsible for inputting all invoices for the Courts and Clerk of Courts into the Alio system – invoices adding up to thousands of dollars each month.

There have been and will be changes to the Circuit Courts in Eau Claire County that add to the scope and responsibility of the Clerk of Circuit Court position. Beginning in January 2023, the Clerk of Circuit Court will lead 21 full-time employees as well as our part-time jury bailiffs.

You were provided a chart by HR Director Jessica Rubin that I have attached below with one additional column – and that is the number of judges each of those counties have.

| County | Population | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | #Judges |
|------------|------------|----------|----------|-------------|-------------|-------------|-------------|---------|
| Ozaukee | 91,503 | \$83,395 | \$85,063 | \$87,403 | 89,588 | \$91,827 | \$94,123 | 3 |
| St. Croix | 93,536 | \$75,990 | \$77,510 | \$85,000 | \$86,250 | \$87,500 | \$88,750 | 4 |
| LaCrosse | 120,784 | \$84,967 | \$86,667 | \$86,266* | \$91,944* | \$94,702* | \$97,543* | 5 |
| Chippewa | No Info | | | | | | | 3 |
| Marathon | 135,428 | | | \$89,690.34 | \$91,932.60 | \$93,771.25 | \$94,708.96 | 6 |
| Eau Claire | 105,710 | \$81,517 | \$83,555 | | | | | 6 |
| | | | | | | | | |

I am requesting an increase that is commensurate with responsibilities required of the position and aligns with the compensation rates in other counties.

Thank you for your time and consideration.
Susan Schaffer

2
3 - TO REPEAL AND RECREATE SECTION 3.20.005 D. AND SECTION 3.20.005 E.
4 OF THE CODE; SECTION 3.20.005 F. AND 3.20.005 G. CREATED; SALARIES OF
5 ELECTED OFFICIALS—

6
7 -The County Board of Supervisors of the County of Eau Claire does ordain as follows:
8

9 **SECTION 1.** That Sections 3.20.005D and 3.20.005E of the code be repealed
10 and recreated to read:

11
12 D. The total annual compensation of the elected officials for calendar year
13 2023 shall be as follows:

- 14 1. Clerk of circuit court \$ xx,xxx
- 15 2. County sheriff \$1xx,xxx
- 16 3. County clerk \$82,790
- 17 4. County treasurer \$82,790
- 18 5. Register of deeds \$82,790

19
20 E. The total annual compensation of the elected officials for calendar year
21 2024 shall be as follows:

- 22 1. Clerk of circuit court \$ xx,xxx
- 23 2. County sheriff \$1xx,xxx
- 24 3. County clerk \$85,273
- 25 4. County treasurer \$85,273
- 26 5. Register of deeds \$85,273

27
28 Sections 3.20.005F and 3.20.005G created to read:

29
30 F. The total annual compensation of the elected officials for calendar year
31 2025 shall be as follows:

- 32 1. Clerk of circuit court \$ xx,xxx
- 33 2. County sheriff \$1xx,xxx

34
35 G. The total annual compensation of the elected officials for calendar year
36 2026 shall be as follows:

- 37 1. Clerk of circuit court \$ xx,xxx
- 38 2. County sheriff \$1xx,xxx

39
40
41 **SECTION 2.** that this ordinance be effective January 1, 2023.

42
43 I certify that the foregoing correctly
44 represents the action taken by the undersigned
45 committee on March 11, 2022 by a vote of for,
46 against.

47
48
49
50 _____
51 Mark Beckfield, Chair
Committee on Human Resources

1 KAS/jam
2 ORDINANCE/21-22/103

Employee Interactions

Handling Employee Complaints

Be empathetic and supportive. Refer employee to Human Resources or Administrator for follow-up.

- ✓ We adhere to the tenets of Speak Your Peace.
- ✓ We encourage open honest sharing of ideas and thoughts.
- ✓ We have administrative processes that protect the rights of all.

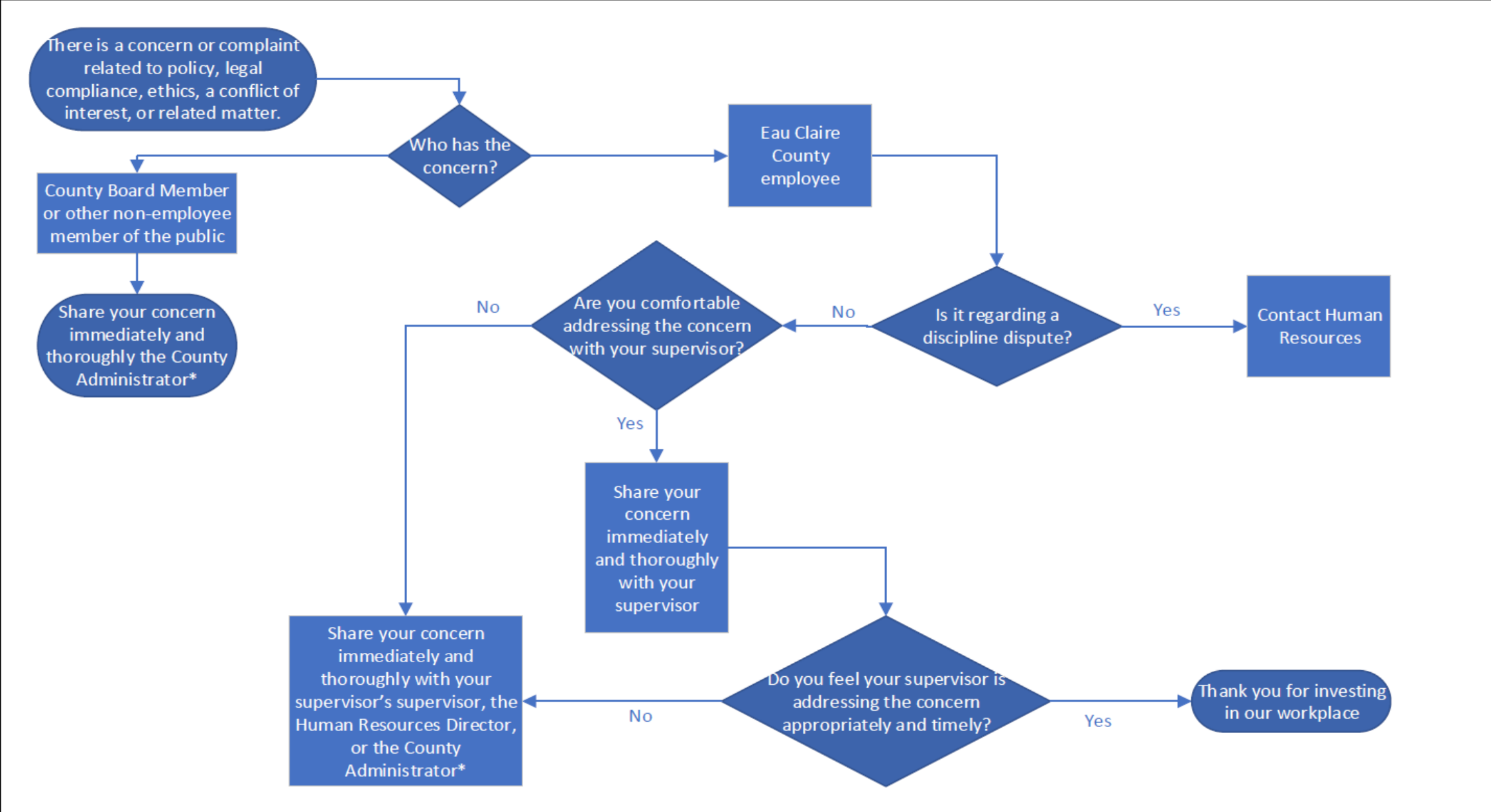
Employee Policy 203

Mutual Respect and Protection Policy

Lighthouse



Concerns & Complaints



Concerns & Complaints: What happens next?

